

CITY OF ROCKVILLE
FINANCIAL ADVISORY BOARD

DATE: March 7, 2017
Red Maple Conference Room, 2nd Floor City Hall
TIME: 7:00PM

Board Meeting
MINUTES

PRESENT: Board Members: Len Briskman, Jack Kelly (Chair), Michael Onyemelukwe (arrived at 7:26), Andrey Ostrovsky, Eric Strong, Bob Wright

Staff Liaison: Stacey Webster

Guests: Rob DiSpirito, City Manager; Jessica Blow, Purchasing Director; Kavita Dawson, former Board Member

Absent: Beryl Feinberg, Mayor and Council Liaison; Almon Turner, Board Member

The meeting commenced at 7:06 p.m.

I. Meet and Greet with City Manager, Mr. Rob DiSpirito

The meeting began with Mr. Kelly asking the Board members (and Ms. Dawson) to introduce themselves. Mr. DiSpirito thanked the members for their service and said that he is excited for the opportunity to work with the Board.

Mr. DiSpirito introduced himself and briefly explained his highest City priorities. He said that he believes in a close, positive partnership between the advisory board and staff. He briefly discussed his experiences with advisory boards when he was the City Manager in Oberlin, Ohio and Dunedin, Florida.

II. Approval of Minutes

A motion was made by Mr. Wright to approve the minutes from the December 20, 2016 meeting. Mr. Onyemelukwe seconded the motion. All members voted in favor.

A motion was made by Mr. Onyemelukwe to approve the minutes from the January 31, 2017 meeting. Mr. Wright seconded the motion. All members voted in favor.

III. FAB Member Reports

Ms. Dawson (former Board member) asked if a current member of the Board would like to take over the Cost Allocation Plan project. Mr. Wright and Mr. Briskman showed some interest and said they will work on it over the next year in conjunction with staff.

Mr. Kelly described the good progress that he and Jessica Blow, Procurement Director, were making on the updates to Chapter 17 (related to procurement activities) and the update to the

Purchasing Action Plan. Both items are scheduled to be presented to the Mayor and Council on March 27, 2017. Ms. Blow agreed that they are making good progress and said that she is incorporating Mr. Kelly's comments into her work products. Mr. Wright mentioned that it would be helpful to see the 29 recommendations and staff's responses to each. Ms. Blow said that she is basically using that format now. Mr. Kelly acknowledged that there are technical IT issues that have prevented Procurement staff from addressing some of the data-related recommendations made by the consultant. Dr. Ostrovsky mentioned that he has a great deal of experience with procurement and that he is currently working on streamlining activities at the federal level. He offered to help Ms. Blow improve in this area.

Mr. Wright offered brief updates on the King Farm Farmstead Task Force and the Circulator Study. He said that the Task Force is meeting regularly and that they are in the process of finalizing their recommendations that will go before the Recreation and Parks Board and the King Farm Citizens Assembly prior to the Mayor and Council. Mr. Kelly questioned if the development of the King Farm Farmstead is consistent with the neighborhood plan or Master Plan. Mr. Kelly said that decisions should be made in the context of those plans.

Mr. Wright said that the Circulator Study was sent to the Mayor and Council for their review several months ago, and he has not heard anything since. Ms. Webster offered to check on the timing of the Circulator Study with Emad Elshafei, the project manager.

IV. Calendar Update (staff)

Ms. Webster presented the updated calendar and discussed the dates that were adjusted or added since the December 20, 2016 Board meeting. Ms. Webster highlighted the remaining dates related to the FY 2018 budget process, including budget public hearings, budget worksessions, and budget adoption.

V. Briefing on New Board Member Orientation

Mr. Kelly described an orientation program that Ms. Dawson (former Board member) created and told the Board that Ms. Dawson will continue to manage the Orientation program for the Board. Mr. Kelly said that he would like the current Board members to participate in the Orientation program. Mr. Kelly will work with Ms. Dawson to schedule the first Orientation session.

VI. Discussion of FY 2018 Proposed Budget

Mr. Kelly explained that the Board has two weeks until the next Board meeting and that he would like the members to review the budget and come back with ideas for Board recommendations to the Mayor and Council. Ms. Webster explained the eight different sections of the budget document. Mr. Strong said that it would be helpful if he had the financial data in Excel. Ms. Webster said that she would email Mr. Strong an Excel file with several years of actual expenditures and revenues.

Mr. Kelly asked the Board if they would like to work in groups, or as individuals. The members agreed to review the document over the next few weeks to identify their areas of interest. Mr. Kelly asked the members to send their areas of interest to him via email.

VI. FAB Issues Status Report (Kelly)

Mr. Kelly explained what the Issues Status Report represents and said that he would like to discuss project assignments at upcoming meetings.

VIII. Future Agendas

The next meeting is scheduled for **March 16, 2017**, and will include the following:

- I. Discussion of the FY 2018 Proposed Budget
- II. Future Agendas

Action Items:

- Ms. Webster will email the Board a web link to the Mayor and Council's Eight Critical Success Factors and the Mayor and Council's identified initiatives.
- Mr. Kelly will work with Ms. Dawson to identify a date for the first Board Orientation session.
- Ms. Webster will check on the status of the Circulator Study timeline with Mr. Elshafei and send the information to Mr. Wright.
- Ms. Webster will send Mr. Strong a file with five years of spending and revenue data.
- Mr. Kelly asked the Board members to send him the budget topic areas they are interested in via email by next week.

Mr. Wright made a motion to adjourn. Mr. Strong seconded the motion and all voted in favor.

The meeting adjourned at 9:07 p.m.